



Georgia Environmental Facilities Authority

Website Development, Design and Implementation

Request for Proposal

RFP Number 06-02

April 1, 2006

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1. INTRODUCTION

1.1 Purpose of the Document

This Request for Proposal (RFP) details the Georgia Environmental Facility Authority (GEFA) specific requirements to be addressed by the vendor's proposed solution. The objective of this project is to design, develop and implement a functional, multi-dimensional, interactive website to address GEFA's current and future needs.

GEFA invites responses from website design/implementation vendors in accordance with the guidelines specified in this document. This RFP is not an offer to contract, but rather represents an invitation to submit a response to GEFA's requirements regarding suitability of your product(s) for our needs. Issuance of this RFP, your preparation and submission of a response, and the subsequent receipt and evaluation of your response by GEFA does not commit GEFA to any type of subsequent purchase.

It should be understood that your response to this RFP constitutes an offer to do business on the terms stated in your response. Should a contract be awarded to you, GEFA may incorporate into the contract, at its option, all or any part of your response to this RFP, including its suitability to meet a particular purpose as outlined in this RFP.

GEFA reserves the right to accept or reject any responses to this RFP. GEFA may enter into discussion and/or negotiations with more than one qualified vendor at the same time, if such action is in the best interest of GEFA.

This RFP does not commit GEFA to pay any expenses incurred by you in the preparation of your response, nor will GEFA be liable for any expenses incurred in such preparation. All responses to this RFP become the property of GEFA.

In order to minimize the impact of this RFP upon GEFA business activities, any contact with GEFA from website developers must be limited as specified in section 6.3 of this document. Any vendor violating this requirement will be subject to disqualification.

Timetable for vendor selection is aggressive and is detailed in section 6.2. Vendors are required to submit their response per the schedule and instructions included in this document.

1.2 Confidentiality

This RFP, plus any other documents released, information provided, discussions, etc., as part of the selection process, are strictly confidential and should not be divulged to anyone who is not directly involved in preparation of the response. Additionally, all information within this proposal or gained during the RFP or other processes will remain confidential by the vendor. No information, testimonial or publicity will be allowed to any third party unless specific written authorization is obtained from GEFA.

1.3 Terms and Conditions of the Proposal

1.3.1 RFP Responses

The closing date for receipt of proposals is:

4:00 P.M. on May 1, 2006

Response to the RFP shall be delivered to:

Kevin North
IT Operations Manager
Georgia Environmental Facilities Authority
233 Peachtree St NE, Suite 900
Peachtree Center – Harris Tower
Atlanta, GA 30303-1727

The proposal should be clearly labeled:

“Proposal to GEFA for the Development, Design and Implementation of a New Website”

The proposal should include the name of the person to whom GEFA may address any questions relating to the proposal.

Respondents should provide five complete printed copies of the proposal. Only two copies of any accompanying documentation are required. To facilitate your response, an electronic copy of this document is available via e-mail request to kevin@gefa.ga.gov.

See Section 6.3, Contacts During the Selection Process, for additional information.

1.3.2 Preparation of Responses

The preparation and submission of the proposal shall be made without obligation by GEFA, or to discuss the reason why the proposal is accepted or rejected. GEFA will notify acceptance or rejection in writing to the vendor.

The requirements specified in this RFP reflect those presently known. GEFA reserves the right to vary, in detail, the final requirements.

All prices shall be consistently in US dollars and all unit prices, charges and totals should be inclusive of tax.

Respondents should provide a clause by clause response to the RFP as specified in section 7.

General information, which is not specifically requested, should be attached separately and clearly labeled **"Supporting Material"**.

1.3.3 Contract

This document does not constitute an offer to purchase, or a solicitation of an offer to purchase. GEFA reserves the right to accept or reject all or part of the proposal.

GEFA reserves the right to accept all or part of the proposal.

GEFA requires that contracts covering the provision of development and design services requested in this RFP be negotiated to the satisfaction of GEFA, and are in accordance with all state of Georgia regulations and policies. See section 8 for further details.

All vendors are required to acknowledge that they agree to the conditions set forth in this section.

2. Business Background

2.1 The Georgia Environmental Facilities Authority (GEFA)

OUR VISION is for GEFA to be a national model of excellence for funding environmental infrastructure improvements and energy programs that foster protection of Georgia natural resources.

OUR MISSION is to provide financing and other support services for infrastructure improvements, energy programs, and fuel storage systems that result in a cleaner environment for all Georgians.

2.2 GEFA Operations

Functional Narrative Overview

- A. The Georgia Environmental Facilities Authority was created by an act of the Georgia General Assembly in 1986, specifically to provide low interest water, wastewater, and solid waste loans to Georgia's local governments. The Division of Energy Resources was added in 1994, and the Fuel Storage Tank Program was added in 1995.
- B. GEFA has three separate and unrelated program divisions assigned to GEFA by the state legislature. The three divisions are: Environment (water, wastewater, land conservation and solid waste), Energy Resources, and Fuel Storage Tanks. Each division has different laws and regulations governing them, with distinctly different requirements and processes to address their respective customer and stakeholder needs. The products and services of these divisions are to improve air quality and water quality, and reduce energy use in support of the state environmental and economic development goals. This is accomplished through the administration of laws and funding programs to state agencies, local governments and non-profit organizations throughout Georgia. Our varied programs include:
- Low-interest loans to build and/or rehabilitate local water and wastewater facilities;
 - Replacement of leaking or substandard state-owned fuel storage tanks;
 - Grants to local governments to construct or improve solid waste recycling facilities;
 - Loans to build or improve local government operated solid waste facilities (landfills);
 - Grants to non-profit agencies and local governments who do the construction work to improve energy efficiency of the homes of low-income and elderly families;
 - Programs to assist state government, local governments, and others to improve energy efficiency.

The delivery mechanisms used to provide GEFA products and services are primarily government loans and grants, as well as technical assistance in the form of advice and consulting services.

- C. GEFA, as a state government agency, is pledged to provide effective government services to our customers.
- D. The key customers to GEFA are other state agencies, local governments (which include 159 counties, 537 cities and 51 publicly operated water/sewer authorities, 23 solid waste authorities), and non-profit organizations that work to improve energy and environmental matters for Georgia citizens.

2.3 Hardware Environment

The current hardware environment is comprised of Windows 2000/2003 servers, and a Local Area Network (LAN) behind a firewall.

The website will be currently hosted on a dedicated Windows 2003 server running IIS v6.0. The server will have at least 1GB of ram with a RAID 5 hard disk configuration. The server will be attached to the DMZ of our firewall.

3. System Scope

GEFA is seeking a well designed, attractive, multi-dimensional website. Although GEFA is desirous of making its Website an integral part of GEFA business and activity, it should be noted that the Website is not a critical component of GEFA's business model. Therefore, no system redundancy or backup requirements are necessary 24/7—in the event of a disruption in service, restoration of service within 24 hours is acceptable. The website must contain the various requirements as detailed below and be easy to use, maintain and navigate. Each division of GEFA is to have its own section on the website. Integration with our SQL databases is essential, although data would only be refreshed once a day. It is also our intention to make certain loan data available to customers through a web interface. In addition, we would like to make available to the public, information concerning GEFA projects via an interactive state map of Georgia, which would be divided into the different counties or municipalities where one could click on a county or municipality and pull up information on all projects pertaining to that location. Also, navigation must be simple and user friendly where visitors can get to what they need within three (3) clicks.

The website functionalities that GEFA is looking for is detailed in the following categories:

1.0 General

2.0 Technology

3.0 Security

4.0 Finance/Accounting

5.0 Human Resources

6.0 Fuel Storage Tanks

7.0 Environmental Loans and Grants

8.0 Energy

Following is a requirements chart for each of the above categories. Vendors should respond to each requirement with a SD (Standard), AP (Advanced Programming), or SC (Significant Customization) answer.

SD	Requirement is standard to web design and development.
AP	Advanced programming is needed to satisfy this requirement.
SC	Significant customization is needed to satisfy the requirement.

Where a specific requirement cannot be fully met or an alternative solution is proposed, comments should be included (e.g., the cost of custom programming, how much time is needed, or describe a work-around using standard software).

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
1.0	<u>GENERAL</u>				
1.1	Have an "About Us" page	Information about GEFA and the services we provide. Also information about the Executive Director, the Board Members and employee information.	Core		
1.2	Have a "Contact Us" page	GEFA contact information.	Core		
1.3	Have an "FAQ" page for each department	Have frequently asked questions on each departmental page specific to that department	Core		
1.4	Easy navigation	Customers should be able to access whatever they are looking for within 3 clicks.	Core		
1.5	User friendly interface	Website should be easy to navigate and laid out in an organized and easy to follow manner.	Core		
1.6	Site map or site index	Site map or index will help those who get lost on the website.	Core		
1.7	Link back to georgia.gov	Link on the home page back to the states portal, Georgia.Gov	Core		
1.8	No individual email addresses	Privacy	Core		
1.9	Links to related agency sites	Easy access to related agency information	Core		
1.10	Show ongoing projects by department	List projects by department i.e. energy, environmental or grants and loans	Core		
1.11	Interactive map of Georgia	Goal is to give the user the ability to click on a city/county or long/lat and drill-down to bring up detail listing of projects and/or other GEFA activities in that jurisdiction. Data will include type of project, funding and other relevant factors. Should also include a search function.	Core		
1.12	Secure Link to Intranet	Link from home page to agency's intranet using authentication.	Core		
1.13	Notification	Provide a workflow approval process that notifies the appropriate persons when they need to perform a task in relation to an item (e.g. approval required).	Core		
1.14	Director bios & photo	Information page with bios for director-level and up		Optional - Low	
1.15	Document library	Reference to archived documents such as loan application, loan agreement, prom notes, etc. This functionality should be available by department/division.	Core		
1.16	Work flow				
1.16.1	Work Flow Roles	Ability to establish a variety of roles within a workflow process.	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
1.16.2	Work flow classes	Ability to assign workflow to classes of content items as well as roles and individuals.	Core		
1.16.3	Work flow permissions	Ability to grant or withhold specific permissions based on role, type of content item and other criteria.	Core		
2.0	TECHNOLOGY				
2.1	Use current and up to date software and coding	Use latest technology and software for development of website	Core		
2.1.1	Use of standards-based development tools	Provide or support standards-based development tools (e.g. XML, CSS, DHTML, XSLT and other open standards).	Core		
2.1.2	Support Agency Server Platforms	Support Agency application servers and platforms.	Core		
2.1.3	Support Agency SOE's	Support operating systems, browser and productivity applications included in Agency standard operating environment. (SOEs)	Core		
2.1.4	Web Programming Framework	Support current industry standard web programming frameworks.	Core		
2.1.5	Messaging Protocols	Support standard messaging protocols (e.g. SMTP, MIME).	Core		
2.2	Testing, Staging and Deployment	Support development, testing / staging and production environments, and control of movement between each.	Core		
2.2.1	Deployment Monitoring	Provide monitoring of deployment to production and notification deployment if it fails.	Core		
2.2.2	Content Publishing Support	Support central or decentralized content publishing.	Core		
2.2.3	Deployment Tools	Provide tools to support deployment of sites	Core		
2.3	Content Publishing	Ability to publish/unpublish content items to one or many locations within a single site.	Core		
2.3.1	Creation of content management system (CMS)	Ability to publish/unpublish or change content items by use of a content management system (CMS)	Core		
2.3.2	CMS use	Ability to maintain integrity of internal links within the CMS.	Core		
2.3.3	Content publishing	Ability to publish/unpublish content items in bulk.	Core		
3.0	SECURITY				
3.1	Role Based Security	Ability to provide role based security (based on roles as defined in the Web CMS) across all templates, content, processes and repositories (e.g. for individuals, groups of users, individual files, directories or sites).	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
3.2	Override Ability	Provide flexibility and access to override all files and processes		Optional - Low	
3.3	Security change tracking and reporting	Ability to track, log and report on security changes.	Core		
3.4	Authentication	Ability to interface with external directory services for security and authentication, using industry standard protocols (e.g. Lightweight Directory Access Protocol - LDAP).	Core		
3.5	Restricted Access	Ability to restrict access by end users to designated areas of a website using authentication mechanisms such as user name and password.	Core		
4.0	<u>FINANCE/ACCOUNTING</u>				
4.1	Auditor inquiry	Community can access and view certain data related to the community. For example, balance due as of a date, interest paid for a time period, next payment due date, etc.	Core		
4.2	Customer inquiry	Customer can access and view certain data related to their loan. Similar to 4.1.	Core		
4.3	3 years of financial reports (CAFR) available in PDF format	Give outsiders the ability to view and/or search the most recent reports	Core		
4.4	Customer reports	Customer can access and view certain data related to their loan. Similar to 4.1. Amortization schedules should also be available through this link.	Core		
4.5	FTP site	Customer (community, engineer, auditor) can electronically submit large documents (primarily audits) through this link.		Optional - High	
4.6	Online Forms	Customer can fill out and submit standard forms such as ACH Set-up, Address Change, and Signature Change for disbursements and bank docs.	Core		
4.7	Invoice construction interest	Customer can log in and see the monthly amount of construction interest that is due on their account.	Core		
4.8	Letters archive	Finance can upload all written correspondence to customer web account for historical reference.	Core		
4.9	Link to email customer service	Customer can click link to ask questions, respond to a letter, or get clarification. Automatic e-mail routing for response.	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
4.10	Listing of significant projects	Stagnant page with summaries of some of our more creative and interesting projects		Optional - Low	
4.11	Link to Power Point presentations	Marketing docs		Optional - Low	
4.12	BLOG / web board	Enable customers to post tips and questions via the web email notifications when posts are made.		Optional - Low	
4.13	Links to related sites	Including other GEFA related sites, Engineering firms, auditors, etc.		Optional - Low	
5.0	<u>HUMAN RESOURCES</u>				
5.1	Career Opportunity				
5.1.1	GEFA Job Opportunities	Job postings	Core		
5.1.2	Link to The Jobsite - www.thejobsite.org	State job postings	Core		
5.2	Benefits				
5.2.1	GEFA offers employees the opportunity to choose plans and programs that meet individual and family needs through Smart Choices, The State of Georgia's benefits and compensation programs.	Brief descriptions of benefits offered to state employees with links to state sites for additional information	Core		
5.2.2	Link to state benefits web-site		Core		
5.2.3	Health Benefits	Brief descriptions of benefits offered to state employees - text only - Link to State Health Benefits webpage: www.communityhealth.state.ga.us	Core		
5.2.4	Core Benefits	Brief descriptions of benefits offered to state employees - text only - Link to State Flexible/Core Benefits webpage: www.gms.state.ga.us/employee/flexible.asp	Core		
5.2.5	Financial Benefits	Brief descriptions of benefits offered to state employees - text only - Link to State's Retirement/Financial Benefit webpage: www.ersga.org	Core		
6.0	<u>FUEL STORAGE TANKS (FST)</u>				
6.1	Summary Page				
6.1.1	Programs, People, Contact Info	General info for all	Core		
6.2	Construction Related				
6.2.1	Bidding - links to GSFIC/DOAS Procurement Register	Info to Bidders	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
6.2.2	Planning - Standard Specs/Planning Guidelines	Info to Agencies	Core		
6.3	Maintenance Program		Core		
6.3.1	Contact info	Info to agencies	Core		
6.3.2	Link to FST database	Info to agencies		Optional - High	
6.3.3	Link to INCON database	Info for FST-agencies-regulatory		Optional - High	
6.3.4	Mapping function	Info for FST-agencies-regulatory		Optional - Low	
6.4	Cities and Counties Page	Info for cities/counties	Core		
6.5	Public Notice Page		Core		
6.5.1	View data exported fm FST database	Info for agencies and public	Core		
6.6	Alternative Fuels	Info to Public and Agencies	Core		
6.6.1	Summary Page	Info to Public and Agencies	Core		
6.6.2	Links to other organizations	Info to Public and Agencies		Optional - High	
6.7	Regulatory References/Links	Info to Public and Agencies	Core		
6.7.1	Summary Page	Info to Public and Agencies	Core		
6.7.2	Links to other organizations [EPD, EPA, etc.]	Info to Public and Agencies	Core		
6.8	FAQ	Info to Public and Agencies	Core		
7.0	<u>ENVIRONMENT</u>				
7.1	Link to Secretary of State web site	For official rules and regulations	Core		
7.2	Link to DNR	They are partners in program	Core		
7.3	Online Application	Online input for loan application	Core		
7.4	Application Process	Describe application process	Core		
7.5	Success stories	Show success stories	Core		
7.6	Meeting announcements	Show meeting announcements	Core		
7.7	Meeting minutes	Make meeting minutes available for download	Core		
7.8	Councils Corner		Core		
7.9	Education		Core		
7.10	Program Contact Info	List contact info for various programs	Core		
7.11	Links to participating land trusts	Tech support	Core		
7.12	Link to USDA	Matching funds	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
7.13	Loan calculator or amortization tool	Within this function have ability to show savings between our program loan rates and the current bond rate	Core		
7.14	Program information	General program requirements including explanation of tiers (for discounted loan rates), water first and other qualifying programs	Core		
7.15	Link to DCA	Additional program information	Core		
8.0	ENERGY				
8.1	Global Functions	Buttons that will be accessible on every division's page of GEFA's website.	Core		
8.1.1	Funding Opportunities	A list of links, by division, of available funds, how to apply, etc.	Core		
8.1.2	FAQ's		Core		
8.1.3	Sitemap		Core		
8.1.4	Contacts		Core		
8.1.5	Home		Core		
8.2	Energy Efficiency / Renewable Energy Programs	Public Information page with links to various EE/RE programs funded by GEFA			
8.2.1	Residential Programs	"	Core		
8.2.2	Industrial Programs	"	Core		
8.2.3	Commercial Programs	"	Core		
8.2.4	Transportation Programs	"	Core		
8.2.5	Energy Efficiency in State Government	"	Core		
8.3	Low-Income Weatherization Assistance	Public information page, instructions for determining eligibility for assistance.			
8.3.1	Weatherization Directory	Either drop-down menu or map of counties. Clicking on appropriate county will yield contact information for Wx programs in that area.	Core		
8.4	Energy and Environment Initiatives	Public Information page with links to various E&E issues in which GEFA is involved.			
8.4.1	Georgia Energy and Environment Taskforce	Web Link	Core		
8.4.2	Southeast Energy Efficiency Alliance	Web Link	Core		
8.4.3	Clean Energy and Environment State Partnership	Web Link	Core		
8.4.4	Public Hearings and Proceedings	Web Link	Core		
8.4.5	Georgia Energy Legislation	Web Link	Core		

Trace ID	Requirement	Objective	Core Requirement	Optional Requirement	Response Column (SD, AP, SC)
8.5	Energy News	Public information, links to national/international stories (updatable weekly or monthly), and DER press releases	Core		
8.6	DER Publications and Energy Saving Tips	Single page devoted to print and online reading materials. Can be linked to from several other DER pages.	Core		
8.7	Links and Other Resources	List of other organizations and links to their websites.	Core		

4. Vendor Requirements

4.1 Supplier Profile

All vendors must give a comprehensive profile of their organization in the following format and order.

4.1.1 Organization

Organization describes the structure and size of the vendor both in terms of its main office and other regional locations.

- Whether the organization is independent or part of a larger conglomerate. If the latter, please provide details on the holding company.
- Corporate mission statement of the organization and strategic direction of the product. Also long term plan for addressing emerging technology.
- Whether the organization is the system/software package manufacturer, re-seller or value-added reseller.
- Any company that merged with or was purchased by the organization.
- Describe in detail any alliances, affiliations, co-partners or joint venture arrangements (e.g. equipment suppliers, other software vendors, industry trade associations, etc.).
- Organization statistics (e.g. geographic distribution, market share, reputation, company highlights, etc.).
- How much was spent on support & maintenance and research & development as a percentage of revenue for the last two years.

4.1.2 Services

Services describe basic information provided by the company:

- All services being marketed
- How long the services have been marketed
- Compatibility of different services marketed
- Hardware equipment/platform requirements for the services
- Personnel or other costs to maintain website functionality
- Connectivity strategy for services proposed

4.1.3 Location

Location details the site and size of operations at the head office and any regional offices.

For each location please state:

- Number of employees by function (technical and non-technical).
- Whether the offices are wholly owned subsidiaries of the main head office or if it is a third-party managed operation (VARs).
- Also indicate the office from where an implementation would be managed.
- Office from where support would be managed, including customization.

4.1.4 Growth

Growth details the trend the company has produced since its inception.

- The year and place the company was first established.
- The size of the company per year since its inception in terms of locations and staff numbers, including number of consultants.
- If the company has been in operation for a number of years, please summarize up until the last five years, and then provide detailed information forward.
- The history in sales and consulting revenue over the last five years: product sales, personnel growth (local, regional and global) and R&D expenditure (money and man-hours).

4.1.5 Experience

Experience of your staff in terms of an implementation of this size related to the business activity and distance from the most local regional office.

Please provide:

- The experience of your design/publishing staff
- Retention rate of your key development/support personnel.

4.1.6 Financial Stability

Vendor will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the vendor will provide their most recent audited financial report and financial trends.
- If a private company, the vendor will provide a copy of their most recent internal financial statement with trend data, and a letter from their financial institution and auditor, on their letterhead, addressing the vendor's financial stability.

4.1.7 Reference Sites

Record of installed reference sites of other companies, organizations, etc. where the web design services that you provide are already implemented and is currently operational.

Please provide:

- Number of reference sites by geographic area
- Other locations

For each reference site, please provide the following:

- Client company name
- Client contact person
- Client address (street, city, country, post code), e-mail address, telephone and fax number
- Client number of employees
- Client industry
- The package or module that was delivered
- The date of the delivery

For reference locations whose business functions most closely match GEFA requirements, please outline the business activities carried out at these sites and their use of your design services. Please indicate the period of time each site has been in operation with your design.

4.1.8 Business Litigation

The vendor will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

4.1.9 Other Information

Please also provide us with any other information which you see as relevant, and important customer requirements or expertise required to install, implement or maintain your Website product or system.

4.2 Maintenance and Support

Vendors are required to provide the following information related to the support and maintenance of the proposed solution.

- Options available for support, names and addresses of agents (if any) in the region.
- Support availability (Help Desk, hotline, etc.) and duration for which they are available.
- Response time to support inquiries from GEFA.
- Standard hours during which support will be provided and out of hours support options and costs.
- Number of staff in the support team.
- Implications of modifications, changes and potential costs.

5. Implementation Requirements

It is planned that a vendor will be selected by June 16, 2006 and contract negotiation completed by June 30, 2006. It is the intention to commence operational use of the proposed website no later than October 1, 2006. See section 6.2 for timetable.

5.1 Implementation Plan

Vendors should include an implementation plan with a timetable for the implementation of the website, showing the recommended modules to be included in each phase and estimated effort required. The plan must indicate the specific tasks involved and the time frames required. Implementation plan must also indicate the set-up, testing, parallel and live run phases, and the checks to be made at the end of each phase and the deliverables from each one, including client requirements for data uploading, importing and exporting. The plan should also include applicable training required for GEFA personnel.

Clearly state the standard acceptance and testing criteria that is usually employed.

Indicate what kind of performance bond the vendor is willing to provide to GEFA ensuring a satisfactory performance of the system.

This implementation plan will be refined during initial scoping of the project.

5.2 Project Organization

Provide details of the proposed project structure identifying key individuals, e.g., project managers and their roles, including the number and location of proposed analysis/development personnel. Due to the expected impact on the business processes, it is extremely important GEFA obtain a thorough understanding of the organizations and individuals proposed for the project and the roles GEFA staff would be expected to play. Vendors should provide details of any sub-contractors likely to be involved. Indicate the number of full time equivalent staff that will be required. Resumes or a personal profile should be provided for key personnel within the project.

It is desired to provide estimates of the required number of GEFA staff and identify the skills required. Provide details for the following:

- Number of Full Time Equivalent (separate IT and Business) required throughout the duration of the project
- Key roles to be included from the business
- Key roles to be included from IT

Provide details of governance roles including:

- Steering committee
- Project management

Provide an estimate of the infrastructure required at GEFA for your implementation team.

5.3 Training

As part of the implementation requirements, training needs must also be identified for up to 6 operating staff. This training is for updating content on the website as well as making minor changes and revisions. Please include a training plan, clearly indicating what type of training can be imparted at what phase of the project and where, with due consideration for the location and travel costs. The vendors must also indicate the number of training days and support provided free of charge.

Describe any documentation that may be provided. It will be necessary for GEFA to see samples of such documentation during the selection process (these can be provided at the time of the demonstrations and does not have to be supplied with the proposal).

6. Selection Process

6.1 Objective

The objective of the evaluation process is to select a reliable and experienced vendor, capable of designing, developing and implementing a website with the functions required by GEFA, within the time frame identified in *Section 6.2*.

6.2 Timetable

The key dates for the RFP issue, receipt, evaluation and implementation are currently as follows:

Completed By:	Key Milestones	Comments
April 1, 2006	Distribution of the RFP	
April 21, 2006	Deadline for written questions	Answers will be posted on the GEFA web-site www.gefa.org
May 1, 2006	Submission of Response to RFP	Hard copy delivered to GEFA address by 4:00pm EST
May 15 – May 31, 2006	Vendor meeting with GEFA web committee	Only qualifying vendors will be invited to come to GEFA office to meet
June 16, 2006	Announce Winning Vendor	
June 19–June 30, 2006	Contract negotiation	Selected vendor enters into a scoping period during which time the following will be produced: proof of concept, final costing (including infrastructure), final implementation plan and signed contract.
July 1, 2006	Development begins	
August 1, 2006	Progress demo	Review/refinement
September 1, 2006	Progress demo	Review/refinement
October 1, 2006	Live on new website	Cut-off from old website.

GEFA retains the right to amend this schedule as needed.

6.3 Contacts during the selection process

For questions and clarifications until April 21 at 4:00pm EST, the contact person is:

Kevin North, IT Operations Manager
kevin@gefa.ga.gov

E-mail is the required form of communication for all questions/inquiries. Questions must include the company name and the referenced RFP section. Responses shall be posted on the GEFA web-site within 72 hours of receipt.

6.4 Selection Criteria

Vendor selection will be based upon a number of criteria, as detailed below. The vendors are therefore required to consider how their services fit in with the criteria listed and clearly indicate this in their response document. Selection criteria will be based upon:

Ability to Fulfill Requirements (50% of total)

The ability to fulfill all requirements, as documented in the requirements section. This will also take into account the ability to operate with the Agency's chosen database product (Microsoft SQL), the reliability and robustness of the Content Management System (CMS), the readiness and flexibility of the vendor to handle customization and adapt to any future changes in the business, and the ability to run on the platform chosen by the Agency.

Supplier Fit (25% of total)

Factors to be considered will be management, technical staff, financial status, and organizational stability of the company. Contractual arrangements, current customer

base and the quality of vendor support (i.e., assistance/troubleshooting, training, and consulting) will also be considered.

Cost (25% of total)

Cost of designing the proposed website, including training of CMS, and any additional design services costs (travel expenses, 3rd party software, etc.) and/or required hardware additions.

6.5 Contract Negotiation

For the preferred vendor, GEFA will handle negotiations to agree on a contract. The agreed contract will conform to Georgia state law as interpreted by the Georgia Law Department and must stipulate that the website development project specified will satisfy the functions stated in this RFP, and will accommodate appropriate volume traffic and perform with the functionality appropriate to those GEFA specifications. It will include final costing and a complete implementation plan.

7. Proposal Response Format

This section outlines the format in which the suppliers are required to respond to this invitation. All suppliers will be required to provide the information as specified. Any other information that may be relevant to our decision making process must be supplied as addenda.

7.1 Summary of Proposal

The RFP document must have a summary section containing the following information:

- Statement regarding the functional fit of the design service offered to the specifications in System Scope section 3.
- Hardware platforms recommended and alternatives.
- Number of sites where previous services have been employed.

7.2 Compliance to User Requirements

Section 4 itemizes the detailed functional requirements of the proposed system. Vendors should respond to each requirement with a SD (Standard), AP (Advanced Programming), or SC (Significant Customization) answer. Vendors should make an indication for each line item in the response column of the requirements section; add additional custom cost estimates and/or comments as necessary. In the event you cannot discern the specifics of our requirements, submit a detailed question requesting clarification or delineate in your response what the system is designed to do relative to that functionality and what modifications are readily achieved within user options or ancillary custom code.

The definitions are as follows:

- SD** Requirement is standard to web design and development.
AP Advanced programming is needed to satisfy this requirement.
SC Significant customization is needed to satisfy the requirement.

Where a specific requirement cannot be fully met, or an alternative solution is proposed, comments should be included (e.g., the cost of basic tailoring, how much time is needed, etc.).

7.3 Supplier Profile

Vendor should detail in this section all information requested in *Section 5*.

7.4 Compliance to Implementation Requirements

Vendor should detail in this section all information requested in *Section 6*.

7.5 Cost

Vendors should provide the complete cost of design, development and implementation of website. In addition, vendors are requested to provide details on the equipment required for the proposed website that will accommodate minimum/optimum performance. Please identify your cost proposal and include it in a separately marked/sealed envelope.

All costs and prices quoted in the proposal are fixed through implementation acceptance. It is the vendor's responsibility to include all costs related to the design and implementation of the solution. Design and development costs should cover all effort required from initiation to post-implementation review and acceptance. Key components that may be required but are not included will become the sole responsibility of the vendor.

7.6 Contracts

The vendors must indicate the nature of contracts and agreements they are willing to enter into. The information to be provided includes:

- Sample contracts
- Payment terms - details of payment settlement options
- Period for which the price quotes will hold
- Guarantees against the system non-performance or other warranty information
- Penalty clauses
- Any other vendor constraints

7.7 Proposal Certification

See Appendix A.

7.8 Small or Minority Business Form

See Appendix B.

8. Doing Business with the State of Georgia

8.1 Vendor Registration System

Vendors must be registered in the web-based Vendor Registration System in order to do business with the State. This system also allows vendors to receive automatic electronic notification of bid opportunities from the State of Georgia and other governmental entities within Georgia through the Georgia Procurement Registry. Vendors may register at: <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>.

At the time of registration, vendors must select the products and services they provide using the appropriate NIGP Codes. Vendors are responsible for updating and maintaining key company, contact, and product information in the system. All inquiries about the Vendor Registration System should be addressed to: vendoradm@doas.ga.gov.

8.2 RFP Amendments

GEFA reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the GEFA web-site, located at: www.gefa.org. Vendors are encouraged to check this website frequently.

8.3 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the GEFA IT Operations Manager. A request to withdraw a proposal must be signed by an authorized vendor representative.

8.4 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the vendor. GEFA will not provide reimbursement for such costs.

8.5 Contract Negotiation

See section 7.6.

Prior to award, the apparent winning vendor will be required to enter into discussions with GEFA to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the vendor proposal.

GEFA reserves the right to modify the contract to be consistent with the successful offer and to negotiate with the successful vendor other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful vendor a competitive advantage.

8.6 Conflict of Interest

If a vendor has any existing client relationship that involves the State of Georgia, GEFA, or any other State of Georgia agency, the vendor must disclose each relationship.

8.7 Minority Business Policy

It is the policy of the State of Georgia that minority business enterprises shall have a fair and equal opportunity to participate in the State purchasing process. Therefore, the State of Georgia encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any State contract to minority business enterprises. For information, contact the Vendor Relations Coordinator referenced in section 8.9.

8.8 Georgia Income Tax Incentive

Vendors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Coordinator referenced in section 8.9.

8.9 Vendor Relations Administrator

The Vendor Relations Coordinator may be contacted at the following address:

Vendor Relations Administrator
Department of Administrative Services
200 Piedmont Avenue, S.E.
Suite 1308, West Tower
Atlanta, Georgia 30334-9010
Telephone: (404) 657-6000
Fax: (404) 657-8444

8.10 Reciprocal Preference Law [OCGA 50-5-60(b)]

For the purposes of evaluation only, vendors resident in the State of Georgia will be granted the same preference over vendors resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other to vendors resident therein over vendors resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident vendor is one who maintains a place of business with at least one employee inside the State of Georgia. A post office box address will not satisfy this requirement.

8.11 ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Vendors should contact the GEFA representative at least one day in advance if they require special arrangements when attending any meetings at the GEFA office. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

8.12 Sales and Use Tax Registration

In compliance with section 48-8-59 of the OCGA, every company or individual doing business within the State of Georgia is required to file an application for a certificate of registration with the State revenue commissioner. Prior to award of this contract, the apparent successful vendor will be required to complete and submit to GEFA the Sales and Use Tax Registration form (Appendix C). If the completed Sales and Use Tax Registration form is not received by GEFA within one week of the issuing of the Notice of Award, GEFA may, at its sole discretion, eliminate the apparent successful vendor from consideration and award the contract to another vendor.

8.13 Compliance with Laws

The vendor will comply with all State and federal laws, rules, and regulations.

8.14 Protest

Vendors should familiarize themselves with the protest procedures set forth in Section 3.8 of the Georgia Vendor Manual, located at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf.

Appendix A

PROPOSAL CERTIFICATION

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf

Appendix B

SMALL OR MINORITY BUSINESS FORM

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf

Appendix C

SALES AND USE TAX REGISTRATION

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf